

This question paper contains 3 printed pages]

AP—107—2016

FACULTY OF COMMERCE

B.Com. (Second Semester) EXAMINATION

OCTOBER/NOVEMBER, 2016

COMPUTER APPLICATION

Paper IV

[Office Automation (Excel & Access)]

(MCQ + Theory)

(Saturday, 22-10-2016)

Time : 10.00 a.m. to 12.00 noon

Time—2 Hours

Maximum Marks—40

N.B. :— (i) All questions carry equal marks.

(ii) Question No. 1 is compulsory.

MCQ

10

1 (i) Which of the following is not field type in Access ?

- (A) OLE Object (B) Memo
(C) Lookup Wizard (D) Hyperlink

(ii) Data is organized by using in Excel.

- (A) Line & Space (B) File
(C) Forms (D) Rows & Columns

(iii) To Hide Column/Rows menu used.

- (A) Insert (B) Format
(C) Page Layout (D) None of these

(iv) The Extension of Excel file is

- (A) .Xls (B) .TxT
(C) .xbl (D) .Doc

P.T.O.

- (v) Ctrl + N short cut command is used for in M.S. Access.
- (A) To delete a database file
 - (B) To open a new database file
 - (C) to insert a text file in database
 - (D) None of the above
- (vi) Database pool is the example of
- (A) Excel
 - (B) Word processor
 - (C) Access
 - (D) Notepad
- (vii) In Excel all formula must start with symbol.
- (A) /
 - (B) +
 - (C) =
 - (D) *
- (viii) Collection of records is called
- (A) File
 - (B) Worksheet
 - (C) Table
 - (D) None of these
- (ix) How many data types are used in M.S. Access ?
- (A) 10
 - (B) 8
 - (C) 7
 - (D) 2
- (x) Columns are shown by in Excel.
- (A) A, B, C, format
 - (B) 1, 2, 3, format
 - (C) A+1, A+2, A+3, format
 - (D) None of the above

Theory

2. Explain data types used in Access. 10

Or

Explain any *five* mathematical function in Excel.

3. Explain conditional formatting in Excel. 10

Or

Write steps for inserting a field in Access.

4. Write short notes on (any *two*) : 10

(a) Query

(b) Edit Menu of Excel

(c) Worksheet.